The Town of Dracut, acting through its Permanent Building Committee (PBC), is accepting qualifications from qualified designers, as defined in Chapter 7C, Section 58 of the General Laws of Massachusetts, to undertake the planning, estimating and full design of construction documents for the renovations to the Dracut Dillon Center. The facility is located at 833 Hildreth Street, Dracut, MA 01826. The qualified designer shall work with the PBC, Town Officials, and the Department of Public Works (“DPW”) to provide the design for the facility. There will be a highly recommended, Site Visit December 29, 2020 at 11:00 a.m. All Submission of Qualifications must be received by the Purchasing Agent, Town Hall, 62 Arlington Street, Dracut, MA 01826 by 2:00 pm on January 14, 2021. Any Submission of Qualifications received after this time will be returned unopened to the applicant regardless of the cause of delay in the receipt of such submission. No exceptions will be allowed. Facsimile submissions will not be accepted and postmarks will not be considered. Designers shall submit Ten (10) copies of their Submission of Qualifications in a sealed envelope indicating the Designer’s name and address and clearly marked “Renovation to Dillon Center – Designer RFQ”.

The PBC reserves the right to accept and/or reject any and all submissions and waive any informality in procurement procedures to the extent allowed by law and to award the contract in the best interest of the Town.
Instructions

All Submission of Qualifications must be received by the Purchasing Agent, Dracut Town Hall, 62 Arlington Street, Dracut, MA 01826 by 2:00pm on January 14, 2021. Any Submission of Qualifications received after this time will be returned unopened to the applicant regardless of the cause of delay in the receipt of such submission. No exceptions will be allowed. Facsimile submissions will not be accepted and postmarks will not be considered. Designers shall submit Ten (10) copies of their Submission of Qualifications in a sealed envelope indicating the Designer’s name and address and clearly marked “Renovation to Dillon Center – Designer RFQ”.

A respondent may correct, modify or withdraw a submission by written notice received by the Town prior to the deadline for receipt of submissions. Modifications must be submitted in a sealed envelope clearly labeled “Modification – Renovation to Dillon Center – Designer RFQ”. The name and address of the respondent should also be documented on the envelope.

After the receipt of the deadline, a respondent may not change any provision of the submission. Minor informalities may be waived and/or the respondent may be allowed to correct them. If there is a mistake and the intent is clearly evident on the face of the document, the mistake will be corrected to reflect the intended correct submission, and the respondent will be notified in writing; the respondent may not withdraw the submission. A respondent may withdraw a submission if a mistake is clearly evident on the face of the document, but the intended correct submission is not similarly evident.

If at the time of the scheduled receipt deadline Town Hall is closed due to uncontrolled events such as fire, snow, ice, wind, building evacuation, etc., the receipt of submissions will be postponed to the next normal business day at the time posted in the RFQ. Submissions will be accepted until that date and time.

Scope of Design Work

The Designer is being engaged to develop design, prepare construction documents, and administer bidding as set forth below.

The exterior design of the building and addition should fit with the architecture of the community. The selected Designer must be able to manage the project design to remain within the Town’s cost goals.

The project consists of renovating approximately 2200 square feet of administration and staff area on the first floor, renovation of a second floor storage area of approximately 800 square feet and construction of an approximately 400 square foot mezzanine space in an adjacent existing garage bay.
A portion of the exterior of the area to be renovated was damaged by a vehicular accident. This exterior area has been temporarily shored up and weatherproofed and must be restored to match existing exterior elements.

The Project Shall Be Conducted in Five (5) Phases, As Describe Below

Phase 1 – Preliminary Design and Assessment

The Designer shall confirm and refine the DPW’s program requirements. The Designer shall review all existing conditions and previous history of the facility to obtain a plan for demolition and hazard remediation followed by repair and renovation. The Designer shall work with the PBC and DPW staff to prepare a design that is efficient, attractive, and responsive to the DPW’s needs.

With the space programing and baseline set of design requirements confirmed, the Designer shall then prepare a building design, and preliminary cost estimate and project schedule for the partial demolition, hazardous material removal and remediation, building, transition and all other related cost elements. The Designer must engage a professional cost estimator to participate in the design process and to routinely provide updates to the cost estimates.

The Designer will present the design to the Permanent Building Committee.

Phase II – Schematic Design/Design Development

With the input from the PBC, DPW and relevant Town staff, the Schematic Design/Design Development Phase will engage all required subconsultants to further define the building parameters including the concepts of all major mechanical systems, electrical systems, information technology systems, key architectural components and finishes. Floor plans, elevations and details will be developed with the integrated coordination of structural, mechanical, plumbing, and electrical systems. Specifications will also be developed to define the major systems and materials to establish the levels of quality. The PBC will participate in design development meetings to be fully educated and apprised of all aspects.

During this phase the Designers will also participate in and assist with securing all permits.

This Design Development Phase will also include any efforts of value engineering needed to reasonably ensure that the project’s cost will remain within the Town’s budget.

Phase III – Construction Documents

Phase III will culminate the completion of all project documents required to form the legal basis of the construction contract.

Any remaining value engineering items will be incorporated to ensure the projected cost remains within the Town’s budget.
Assist the PBC and DPW staff with the appropriate scope and priority of alternates.

Assembly of Project Documents – Preparation will include:
- Assisting the Town with the assembly of Administrative requirements, General Contractor bid requirements, Filed Sub bid requirements, contract forms and general conditions of the contract.
- General and technician specification sections
- Project drawings and details

Phase IV – Bidding Process Administration

The Designer’s scope of work during this phase will also include:

- Conducting prebid conferences
- Preparation of prebid conference minutes and preparation of addenda
- Determine that the bidders are responsible and eligible by reviewing and analyzing each bid, conducting reference checks, consulting with DCAMM where necessary.

After the bids are received and analyzed, the Designer shall participate with the PBC and Owner’s Project Manager in public hearings to describe the final design and explain the bid cost. The Designer shall be prepared to participate in the June 7, 2021 Dracut Town Meeting in which approval will be sought from the Town to proceed with the project and authorize the funding.

Phase V – Construction Contract Administration

The designer shall provide administrative support services during the construction period to aid in compliance with the project documents. Those tasks will include:

- Conduct bi-weekly—weekly site visits that include appropriate Subconsultants depending on the current stages of construction. The goal is to observe that installation activities are in general compliance with the intent of the documents.
- Participate in weekly project meetings conducted by the Owner’s Project Manager.
- Report monthly on the status of project.
- Review, evaluate and distribute design clarifications.
- Review, evaluate, recommend and prepare change orders.
- Review, evaluate and recommend Contractor requisitions.
- Inspect, and document the completion of installation deficiencies.
- Provide written affidavits attesting that the work of major categories was completed in general compliance of the project documents.

Fee

The fee shall be negotiated with the selected designer.
**Schedule**

The designer shall implement a schedule such that the Town of Dracut will receive construction bids on or before May 1, 2021. The bid amounts will be presented at the June 7, 2021 Town Meeting for its consideration of construction funding.

**Clarifications and Questions**

Questions or requests for clarification on any part of the Request for Qualifications can be submitted, via email to boconnor@dracutma.gov. All questions or clarification requests must be received on or before Tuesday, January 5, 2021 by 1PM.

**Submittal Requirements**

To receive consideration, all submissions must include the following information:


2. Resumes of key personnel that will be assigned to this project.

3. Provide a proposed scope of work and services for the Project.

4. Designer must carry the insurance as stated in the design contract (attached hereto).


6. Designer must be registered to practice architecture in Massachusetts.

7. Designer must be familiar with applicable federal, state and local codes and regulations necessary to complete the work.

**Minimum Evaluation Criteria**

Each submission must meet all the following criteria in order to be considered for further evaluation.

- Years in Business – Provide evidence that the Design Firm has been in business for a minimum of five (5) ten (10) years.
• Design Experience of Department of Public Works Facilities – Provide evidence of completed DPW facilities designed by the firm.

• Estimating Experience of Municipal Public Facilities of a similar magnitude – Provide evidence of independent professional estimates prepared for projects designed by the firm.

• Quality of references.

• Thorough knowledge of Commonwealth of Massachusetts procurement requirements

• Project Completion – Acknowledgement that the scope of work will be completed in accordance with the schedule constraints as described in the RFQ.

Submissions that do not meet the minimum criteria will be judged unacceptable.

The PBC will evaluate all submissions and select at least three finalists. The PBC may invite the finalists for interviews and/or presentations. The finalists will then be evaluated and ranked in order of qualification, and the reasons for the ranking will be documented. The PBC will request a fee proposal from the first ranked designer and begin contract negotiations. If the Town is unable to negotiate a satisfactory fee with the first-ranked designer, negotiations shall be terminated and undertaken with the remaining finalists, one at a time, in the order in which they were ranked by the PBC until an agreement is reached. If an agreement cannot be reached with any of the finalists, the PBC may select and rank more finalists and negotiate with each in turn. Upon agreement of a negotiated fee, the Town will incorporate into its standard contract form (attached hereto) appropriate specifics for this contract (e.g., a detailed scope of services and negotiated fee schedule based on this RFQ and ensuing contract negotiations) and submit the contract to the successful designer for execution. In the event that the successful designer fails, neglects or refuses to execute the contract within ten (10) days after receiving the contract, the Town may, at its option, and without incurring any liability to the designer, terminate negotiations with the designer and award the contract to the next most qualified applicant. The PBC reserves the right to reject any and all submissions, waive minor informalities, and to award a contract in the best interests of the Town of Dracut.

All submissions, response inquiries, or correspondence relating to or in reference to this RFQ, and all reports, charts, displays, schedules, exhibits and other documentation submitted by any respondent, including but not limited to the successful respondent, shall become the property of the Town when received.

Proposals must be received at the address below by January 14, 2021 at 2:00 pm.

Barbara O'Connor
Purchasing Agent
Dracut Town Hall
62 Arlington Street
Dracut, MA 01826